

# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>013C</b>
ANALYST'S INITIALS	<b>NBM</b>
DATE	<b>09/01/04</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

2. CLASS TITLE <b>Secretary 2 Positions</b>	3. POSITION NUMBER 041-720-1176-001 041-722-1176-001	4. TENURE <b>PERMANENT</b>	5. TIME BASE <b>Full Time</b>	6. CBID <b>R04</b>
7. OFFICE OF <b>Board of Corrections (BOC)</b>	9. LOCATION (CITY or COUNTY) <b>Sacramento</b>		13. MONTHLY SALARY <b>\$2510 TO \$3051</b>	
8. SEND APPLICATION TO: <b>Board of Corrections 600 Bercut Drive Sacramento, CA 95814 Attention: Shelley Alarid</b>	10. WORKING HOURS <b>8 AM to 5 PM</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 324-1959</b>			
	12. CALNET NUMBER <b>(8)</b>		14. FILE BY <b>Until Filled</b>	

## 15. DUTIES

Under supervision of the Deputy Director for either Standards and Training for Corrections Division (041-722-1176-001), or Corrections Planning and Programs Division (041-720-1176-001), the secretary will perform complex secretarial and support functions for the Deputy Director and division staff, which includes:

- ◆ Typing, filing, document preparation and review
- ◆ Making travel arrangements and process associated travel expense claims for BOC staff, citizen groups and officials of other governmental agencies
- ◆ Ongoing critical contacts with public officials at a variety of administrative levels, including high level policy makers
- ◆ Attending meetings, taking notes and summarizing into minutes
- ◆ Arranging meeting locations and conference rooms, preparing necessary agendas and related materials
- ◆ Maintaining confidential and administrative files
- ◆ Assisting with special projects
- ◆ Inputting into the computer, applications for divisional programs
- ◆ Coordinates divisional attendance and travel records
- ◆ Traveling within California may be required

## 16. DESIRABLE QUALIFICATIONS

- Dependable and reliable
- ◆ Ability to organize and meet deadlines.
- ◆ Ability to work independently with minimal supervision.
- ◆ Excellent interpersonal skills.
- ◆ Type 40 WPM with computer experience.

## 17. SELECTION CRITERIA

Qualified applicants must have eligibility on an employment list for this classification, be currently in this classification or have transfer eligibility to this classification. Applications will be accepted and interviews may be conducted. All eligible and qualified candidates are encouraged to apply.